



Basic apparel production

Level I

Learning Guide 06

Unit of Competence: Demonstrate Work Values
Module Title: Demonstrating Work Values
MO Code: IND BAP 1 M02 LO-01 LG-06
TTLM Code: IND BAP1 TTLM 09 19 v1

LO 1: Define the purpose of work



Instruction Sheet	Learning Guide 1
--------------------------	-------------------------

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- 1.1 Defining clearly the purpose of work
- 1.2 Identifying and reflecting purpose of work
- 1.3 Harmonizing personal mission with company's value

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, **upon completion of this Learning Guide, you will be able to:**

- Identify, reflect on, one's unique sense of purpose for working and the 'whys' of work and clearly defined for one's development as a personal and as a member of society
- Personal mission in harmony with company's values

Learning Instruction:-

1. Read the specific objectives of this Learning Guide.
 2. Read the information written in the "Information Sheets 1".
 3. Accomplish the "Self-check 1" in page 19. Request the key answer / key to correction from your teacher or you can request your teacher to check it for you.
 4. If you earned a satisfactory evaluation proceed to "Information Sheet 2". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #2.
 5. Read the information written in the "Information Sheet 2".
 6. Accomplish the "Self-check 2" in page 28. Again you can request the key answer / key to correction from your teacher or you can request your teacher to check it for you.
 7. If your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity # 5.
-



Information Sheet-1	Defining clearly the purpose of work
---------------------	--------------------------------------

1.1 Introduction

Let us start with these questions. Have you ever had a meaningful work? If so, What was it like? If not, what does it lack? Have you ever thought of the consequences of not being able to understand what is going on in one's work and to know the results of one's actions?

Along with the industrialization of the societies, work was organized in a scientific manner. Time and movement studies were conducted in order to maximize the efficiency of operations and the productivity of workers. People were then treated as if they were an extension of the machine and expendable spare parts; they were asked to exert simple, narrow skills, and their performance was closely monitored by foremen dedicated to the hierarchy.

Work has evolved a lot since the Industrial Revolution. Partly due to the progress of sciences and technologies, major transformations happened in the organizational structure and culture, with their consequences on the organization of work. if workers of the modern times were overworked, those of the current times are not only overworked but also over managed, employers appearing eager to try the “flavor of the day” in order to increase the financial performance of their companies.



1.2 A sense of purpose at work

A sense of purpose can also mean knowing your role in the organization. Remember, no matter how low ranking you are or how fresh you are at work, we all have a role to play. Know that part and play it well. That way you contribute even early on and it helps you gain confidence. That's why it's important to be happy and to feel a source of job satisfaction, and even more than that, to feel a sense of purpose at work.

1.2.1 Finding a sense of purpose at work

There are as many ways of finding a sense of purpose at work as there are individuals! Even so, experts in the field have pinpointed some of the key factors that contribute to finding fulfillment through our work. Studies confirm that having a sense of purpose at work is very important to most of us in continuing to feel motivated and can be fostered, among other things, by the following:

- ☐ **Responsibility:** Feeling responsible for and capable of carrying out job duties independently, confident in the knowledge that our boss and colleagues appreciate our efforts, gives meaning to our work lives... and to our lives in general.
- ☐ **Creativity:** Work is often more meaningful when we are challenged to use a variety of skills sets. And having the opportunity to contribute new ideas and be innovative is good for our psychological well-being.
- ☐ **Acknowledgement:** Positive feedback from superiors, a positive review of accomplishments, and a general sense of acknowledgement of our work... all of these are motivating factors. And peer recognition is important too, as it provides confirmation that that our co-workers appreciate and value our efforts.

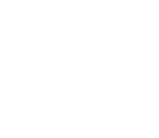
1.2.2 Your role as an employee

It is important to realize that your employer is not solely responsible for instilling a sense of purpose in the workplace. As an employee, you can make a difference too by:

- ☐ Paying attention to the little things that can improve the quality of your workplace life, such as maintaining healthy relationships with colleagues,
-



taking pride in your accomplishments, etc.





- ☐ Adopting a positive attitude not just toward work, but toward life in general. Seek out opportunities to improve your personal skills, take initiatives, and accept new responsibilities enthusiastically.
- ☐ Maintaining a healthy balance between your work life and home life. Experts agree that it is important to maintain a harmonious balance between the time we devote to family, leisure and work activities. Making sure that you have time for all three is the best way to ensure that your work life, not to mention your life in general, will have a strong sense of purpose.

Personal mission in harmony with company's values



Self-Check 1	Written Test
--------------	--------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Directions: Answer all the questions listed below. Illustrations may be necessary to aid some explanations/answers.

Fill in the blanks: (1 point each)

1. Along with the industrialization of the societies, work was organized in a -----
-----.
2. ----- is often more meaningful when we are challenged to use a variety of skills sets.
3. For most of us, ----- takes up a large part of our lives.
4. Time and movement studies were conducted in order to maximize the efficiency of operations and the ----- of workers.
5. Work has evolved a lot since the -----

Short answer questions: (2 points each)

1. Define responsibility.
2. Define creativity.
3. Define acknowledgement.

Note: Satisfactory rating - 6 points and above Unsatisfactory - below 6 points
You can ask you teacher for the copy of the correct answers.



Information Sheet-2	Identifying and reflecting purpose of work
----------------------------	---

1.2 Introduction

Teams and team building efforts are popular buzzwords in today's work environment. Bringing individuals together in the workplace and getting them to work together as an effective team is a challenge. The sports team analogy is often sighted and sought after in the workplace, but seldom achieved. What is it about successful sports teams that make them function so well as teams? Several observations stand out:

1. The coaches or captains are successful at establishing the same vision in the mind of each team member; that at the end of the season they will be #1 in their league, city, state, or nation.
2. All members share a common team mission or goal; to win each and every game they play.
3. There's an opponent, or a goal to be bested, and everyone knows clearly who or what it is.
4. Each player has a personal mission and goals that mesh with or complement those of the team; to perform their part of each play during the game to the best of their ability.
5. Each team member knows their position and how their individual efforts contribute to the team's success. They also know their teammates depend on them.

Business owners/managers will experience success in team building and success in their business to the extent they:

1. Have clearly defined organizational mission, vision, values and goals.



2. Clearly articulate the mission, vision, values and goals to everyone involved with the business.
3. Mesh the business's mission, vision, values and goals tightly into those of each individual so that in achieving individual goals and visions, business goals and visions are also achieved.

Think about your business. Is there a clearly identified vision of where the farm is headed? How will the business look or operate in one, two, five or ten years? If you don't know where you're going any road will take you there. And, if you can't clearly describe where you're headed how can you expect your family members, employees, or agri-service professionals to help you get there?

Do you have a clearly defined mission? Why is your farm in business? What do you hope to achieve? Does everyone on the farm ~ family, employees, and agri-service representatives ~ know what that mission is? Do they see your commitment to it every day? Have they accepted the mission as important to them? Does each individual know how their efforts contribute to the mission?

Are there specific goals and objectives? Does everyone accept these goals and see how achieving farm goals will help them achieve their own personal goals? Are the goals and objectives translated into work performance standards and expectations for each employee?

These are not easy questions, but as we increasingly depend on the talents and efforts of others to make our farm successful, answering them affirmatively becomes ever more important.

1.2.1 Core Values

Even though we frequently talk about mission and vision first, the basic underlying foundation for both is our core values.

Core values are the principles and standards at the very center of our character, and from which we will not budge or stray. Core values are extremely stable and change only very slowly over long periods of time.



Core values form the basis for our beliefs about life, ourselves and those around us, and the human potential of ourselves and others. Values and beliefs form our attitudes and guide our behavior.

The behaviors we engage in are what people around us see, along with our skills and actions. Our outer or public shell of behaviors and skills can change rapidly and dramatically through our lives, influenced by our environment and guided by our more stable core values and beliefs.

Core values are so close to the center of who we are that they tend to be very protected and not shared with others until a personal relationship has been established.

The fact that these values are so central to what's important to us individually, makes it all the more important to think about them first as a basis for establishing sound and meaningful mission, vision and goals in both our life and business.

Once the values of an individual or organization are identified, it's frequently useful to rank them from More to less important.

Then when questions come up later where one value must be traded off against another the decision will be easier to make and communicate.

For example, say the core values of a farm business are efficiency, family, safety and respect for others. If a question comes up about implementing a practice that will improve operational efficiency but may compromise the health and safety of employees, knowing the relative importance of efficiency versus safety will help guide the decision.

If an employee's child is hospitalized are they expected to be at the farm for their shift regardless or with their child in the hospital? Knowing the relative importance of family versus operational efficiency will help answer that question.

It won't necessarily make these decisions easy or totally objective but it will bring some guidance and consistency to the decision making process.

A reporter once asked him how he was able to maintain such a calm focus with all the pressures.

Coach Landry replied it's easy because I have my priorities straight.



First is my God, second my wife, third my family and fourth is football, so if I loose on the weekend I have lots of more important things to support me through the week.

1.2.2 Mission

A personal mission or a farm business mission statement deals with questions like,

“Why are we here?”, “Why do we exist?”, “Why do we get up each day and do what we do?”,

“What is it that we get paid for?” “What function does the organization perform?

For whom? How?”

The mission is a broad statement of personal or business scope, purpose and operation that distinguishes me, or my farm, from others.

A farm business cannot have values, beliefs or a mission outside of the people who makeup that business.

Therefore, especially for small closely held businesses, it's important that each principle in the business write their own personal mission statement first, then come together as a group or team to develop a mission statement for the business.

A farm business mission statement reflects the core values and beliefs of the individuals who lead the business.

To the extent there are large differences between a farm mission and a personal mission, or between farm business values and personal core values, there will be discord and friction for that individual within the business.

Whether you're an owner, an employee or a consultant, one way to help assure happiness and fulfillment at work is to be certain your values and mission are in alignment with those of the business.

People have been known to become physically ill from the stress of working in a business where their core values were at odds with the values and ethics practiced in the business. In addition to giving structure and direction to an individual or business, well-written mission statements are excellent tools to inform others about what's important to you and how you operate your business.



Example mission statement 1:

“Our priorities are God, family (people), business. Our goal is to be a place where people (our most valuable asset) have the opportunity to grow spiritually, personally, intellectually, and financially. Through putting God first and people second, our success as individuals and as a business is guaranteed.”

Example mission statement 2:

“To produce large quantities of high-quality milk as economically as possible, in order to provide an adequate standard of living for both owners and employees.”

These two mission statements communicate very different notions about what’s important on these two farms and also give some indication that day-to-day business may be conducted differently as a result.

Any mission statement that concisely represents truth and reality about the individual or the farm is a good mission statement. Likewise, any statement that doesn’t honestly and accurately represent the values and beliefs of the individual or the farm is a poor mission statement, regardless of what it says or how good it sounds. If excellence is a stated value or the pursuit of excellence a stated mission, yet average, industry standard, or legal requirement is “good enough”, then what is the real commitment to excellence? Do they really “live” their stated mission?

Mission statements serve to inform employees, friends, neighbors, and agribusiness people about what’s important to you and your business. They also serve as anchors and guideposts for both strategic and operational or tactical decision making on the farm



1.2.3 Vision

While a mission is a statement of what is, a vision is a statement of what or how you would like things to be. A picture of the future you're working to create, what you want to be when you grow up, what you want your business to become.

Without a vision of where you're going how can you develop a plan to get there and how will you know when you've arrived? Without a vision of where we would like to be, we can continue hiking various trails through life, climbing mountain after mountain, only to discover each time that we've arrived somewhere we really don't want to be.

Nothing was ever created without a vision. It guides us, gives us direction and purpose, and can serve as a powerful motivator for those around us and ourselves. In order to truly guide and motivate a **vision must:**

1. Be aligned with the core values of both the individuals and the farm business.
2. Be effectively communicated to and accepted by everyone involved in the farm.

The more precise and detailed you can be in writing a description of your vision of the future, the easier it will be to communicate it to others and gain their commitment to it, and the more likely you will be to achieve it.

Being able to articulate a clear vision of the future is essential if you expect employees and agri-service consultants to help you get there. Success comes through bringing aboard people ~ as partners, employees or consultants ~ with core values that fit well with the business, and who understand and accept the business mission and vision as matching closely with their own.

Developing visions and missions that are truly shared takes time, effort, energy and commitment. You can't expect that just because you develop mission and vision statements, read them at a staff meeting and even hand them out in printed form, that everyone will immediately accept and work toward achieving them. You need to walk the talk and be totally committed to them yourself first, and then discuss them with your employees and consultants



at least eight or ten times before they will believe you're really serious and begin to internalize these statements.

Goals & Objectives

Mission and vision, although frequently short statements, are broad, encompassing and far-reaching. They can often seem overwhelming and perhaps even impossible to achieve. The metaphors, "How do you eat an elephant? – One bite at a time" and "A journey of a thousand miles begins with the first step", fit well in regard to achieving a mission and vision. Goals and objectives create the bite size pieces, the road map and manageable stepping stones to achieve the mission, make the vision a reality, and navigate the course we have set for our business, or for ourselves.

Reading the business literature is confusing as to what a goal is and what an objective is, they're used interchangeably from one business author to another. The education literature however is consistent and specific. Goals are the bigger fuzzy things and objectives are the SMART:

- **S**pecific
- **M**easurable
- **A**ttainable
- **R**ewarding
- **T**imed

steps through which we achieve our goals. It doesn't really matter what we call them as long as we keep in mind the principle of, "start small and break it down to minuscule" in terms of identifying the steps that will move us in the direction we want to go.

While it's possible to get bogged down in minutiae, the reality is, few people error on the side of too much detail when it comes to writing goals and objectives. More often than not employees are confused and frustrated by a lack of detail.

To be effective goals and objectives must be written. If they aren't in writing they're merely ideas with no real power or conviction behind them. Written goals and objectives provide



motivation to achieve them and can then be used as a reminder to you and others. Clearly and specifically written, they also eliminate confusion and misunderstanding.

Among all the attributes of a well-written objective, the most important are measurable results and a timeframe for completion. Being able to quantify results and evaluate the timeliness of accomplishing goals allows owners or managers to assess the performance and progress of the overall business as well as individuals and teams within the business.

Having well developed goals and objectives also helps:

- Maintain focus and perspective
- Establish priorities
- Lead to greater job satisfaction
- Improve employee performance.

Researchers studying the effects of goals as part of a company's overall performance management process found that the level of performance is highest when:

- Goals are clearly stated and contain specific objectives
- Goals are challenging but not unreasonable
- Employees accept their goals with a true sense of ownership
- Employees participate in setting and reviewing their goals.

As time goes on and goals are achieved, or conditions and situations change, it's important to reevaluate and establish new goals and objectives.

Finally, as goals are achieved or milestones along the way are reached, providing positive feedback and rewards for yourself and employees is critical to maintaining enthusiasm and continued progress.



1.2.4 Purpose of Company mission

A corporate mission statement is an essential ingredient to the success of your company. It gives everyone, from top management, to the employees who work on the assembly line a clear sense of direction. They know where to focus their attention. And because they know where to fix their attention, they can help you create the desired outcome your corporate mission states.

Just imagine if you were the captain of your own ship. At any given moment, your ship has a direction and a destination. Either she's sailing to a predetermined port of call, or she's in port, getting ready to sail to another one. If anyone asks you where your big, far-sailing ship is going, you can tell them instantly -- and in one sentence. A corporate mission statement is similar.

In her article, *Seven Essential Steps to Creating a Plan for Success*, in *AdvantEdgemagazine*, Terri Lonier, writes, "To begin, you must clearly identify and express the purpose of your business. The essence of this should be done in one very specific sentence. The form of the sentence is very clearly defined. It states what you do, and who you do it for."

"The statement of purpose will be repeated again and again over the life of your business, and especially during the first few months as you solicit funding from suppliers and customers. Once you have the statement honed razor sharp, it becomes useful in other ways. A marketing slogan or even the basis of a whole marketing campaign might come out of your statement of purpose."

"The second part of your business plan is an extension of the first part of your purpose statement. It's a **concise but accurate description of your company** that answers questions such as: What type of business is this? Who runs it? Where is it located? What are its unique features? What is the history of the business?"



"Writing this section can be fun because you can really think about the focus of what you intend to do. Specifically, you'll describe how narrow or how broad the focus of your company will be. Having a strong idea of your business focus will help you to avoid the distractions that often appear in the early phases of an entrepreneur company."

"When we created our mission statement for AdvantEdge magazine, we put our money where our mouth is and used Terri's article to guide us. Interestingly, just as Teri predicted, our



mission statement became more than just that... it became a key piece of ALL our marketing materials as well as lead to our tag line, 'Get the Edge at Work and in Life!'".

A deeply felt sense of purpose in life leads to excellence. Human beings want to belong to something of significance and meaning. They want to know they are making a difference, contributing to an important endeavor. The best workplaces give their employees a sense of purpose, help them feel they belong, and enable them to make a difference.

A clear understanding of how one's particular job contributes to the company's "reason for being" can be a powerful form of emotional compensation. Our objective was to identify the consistent dimensions of workplaces with high levels of four critical outcomes: employee retention, customer metrics, productivity, and profitability. The research identified 12 dimensions that consistently correlate with these four outcomes -- dimensions Gallup now uses to measure the health of a workplace. An associated research effort, in which Gallup studied more than 80,000 managers, focused on discovering what great managers do to create quality workplaces.

Employees at every level and in every function like to feel that they belong. Individual achievement is important, of course, but when employees of an organization feel they are an integral part of a larger whole, they are more likely to stay committed to that organization. All of us like to feel our companies stand for us, represent us, share our values, and have the same kinds of goals. It is more exciting to share a mission than to simply complete a task.

Every individual has a unique sense of purpose, and individuals find different meanings in similar situations. Thus, the proverbial mission statement does not necessarily help employees find a sense of purpose in their work. There is nothing wrong with mission statements, but they are often too vague and too broad to allow every employee to connect with them. Think about it. All employees, either consciously or unconsciously, ask themselves, "What is this company's purpose? Does this company look at the world in the same way I do?" Employees all want to know whether their purpose meshes with the company's mission. Because each employee looks at the world in a slightly different way, each comes up with a different answer.



Great managers continually strive to help employees understand how the company's mission or purpose directly relates to individual duties. This relationship helps employees find a connection between the company's values and their own. Every employee has different values. Some value competition, others value service, others value technical competence. Great managers translate the company's purpose into language that each employee can understand.

Outstanding workplaces never confuse strategy with purpose. Purpose is constant. It is the heartbeat of the company, and provides the company with power and guidance. Strategy answers the question, "How will we get to where we are going?" Strategies do change. In fact, companies constantly devise new strategies to find the most efficient path toward their business goals. The frequent evolution of strategies does not necessarily indicate a lack of purpose. Great organizations emphasize how new strategies support the broader organizational purpose. Great managers always help to keep the distinction clear for each employee.

Purpose of individual mission

Perhaps you are familiar with mission statements at your place of work. We can create and refine personal mission statements, too. Below you will find some suggestions, steps and samples to consider. Remember that this is a process, and will likely change somewhat over time with new experiences and increased self-awareness.

Most exercises about personal mission statements speak of three parts.

- What talents do you want to use?
- What places or settings most appeal to you to use these talents?
- For what purpose(s) will you use them?

This statement will be your creation in the end yet may have parts that are shared by many. A mission statement, seriously and authentically considered, can be like a guiding light to continue to return to when you may find yourself struggling with decisions.



A good statement should be:

- One sentence in length
- Fitting for all areas of your life

It may be a personal statement if you have already done some personal reflection and assessment. If you have not already, consider reviewing the “Assessing Yourself” parts of the GPS LifePlan. There, you can find information about assessing your values, interests, personality and skills.

Step One

Choose two or three action verbs from your assessment work that best describe what you want to do in your mission. This could be action verbs like: teach, discover, pursue, improve, help, understand, reform, entertain, or many more.

Step Two

Choose two or three of your top values. This could be values like integrity, family, change, helpfulness, independence, humor, knowledge, or many more.

Step Three

Decide what or who you are here to work with. Think about what field (like technology, industry, health care) or group (like the elderly, children, handicapped) or cause (like the homeless, politics, the environment) you most want to impact.



Here are some sample personal mission statements. Yours may or may not be like one of these.

My mission is to engage in life fully, with honesty and integrity, through helping children. My mission is to discover better medical treatments and cures through research for those with terminal illnesses.

My mission is to improve lives by creating and developing new products for the auto industry.

Now jot down some ideas of your own Remember, it will be a work in progress. If it does not seem to be coming together for you at this time, consider leaving this exercise and return to it after you have progressed further through your exploration process.





Self-Check 2	Written Test
---------------------	---------------------

Name: _____

Date: _____

Time started: _____

Time finished:

Directions: Answer all the questions listed below. Illustrations may be necessary to aid some explanations/answers.

True or False: (1 point each)

1. All members do not share a common team mission or goal; to win each and every game they play.
2. Business owners/managers will not experience successes in team building and success in their business.
3. A corporate mission statement is an essential ingredient to the success of your company.
4. Be aligned with the core values of both the individuals and the farm business.
5. Be effectively communicated to and accepted by everyone involved in the farm.

Complete the following sentences: (1 point each)

1. S _____

2. M _____

3. A _____

4. R _____



Very short answer questions: (2 points each)

1. Define mission.
2. Define vision.
3. Define goals.

/



Information Sheet-3

Harmonizing personal mission with company's value

1.1 Introduction

Let us start with these questions. Have you ever had a meaningful work? If so, What was it like? If not, what does it lack? Have you ever thought of the consequences of not being able to understand what is going on in one's work and to know the results of one's actions?

Along with the industrialization of the societies, work was organized in a scientific manner. Time and movement studies were conducted in order to maximize the efficiency of operations and the productivity of workers. People were then treated as if they were an extension of the machine and expendable spare parts; they were asked to exert simple, narrow skills, and their performance was closely monitored by foremen dedicated to the hierarchy.

Work has evolved a lot since the Industrial Revolution. Partly due to the progress of sciences and technologies, major transformations happened in the organizational structure and culture, with their consequences on the organization of work. If workers of the modern times were overworked, those of the current times are not only overworked but also over managed, employers appearing eager to try the “flavor of the day” in order to increase the financial performance of their companies.



1.2 A sense of purpose at work

A sense of purpose can also mean knowing your role in the organization. Remember, no matter how low ranking you are or how fresh you are at work, we all have a role to play. Know that part and play it well. That way you contribute even early on and it helps you gain confidence. That's why it's important to be happy and to feel a source of job satisfaction, and even more than that, to feel a sense of purpose at work.

1.2.1 Finding a sense of purpose at work

There are as many ways of finding a sense of purpose at work as there are individuals! Even so, experts in the field have pinpointed some of the key factors that contribute to finding fulfillment through our work. Studies confirm that having a sense of purpose at work is very important to most of us in continuing to feel motivated and can be fostered, among other things, by the following:

- ☐ **Responsibility:** Feeling responsible for and capable of carrying out job duties independently, confident in the knowledge that our boss and colleagues appreciate our efforts, gives meaning to our work lives... and to our lives in general.
 - ☐ **Creativity:** Work is often more meaningful when we are challenged to use a variety of skills sets. And having the opportunity to contribute new ideas and be innovative is good for our psychological well-being.
 - ☐ **Acknowledgement:** Positive feedback from superiors, a positive review of accomplishments, and a general sense of acknowledgement of our work... all of these are motivating factors. And peer recognition is important too, as it provides confirmation that that our co-workers appreciate and value our efforts.
-



1.2.2 Your role as an employee

It is important to realize that your employer is not solely responsible for instilling a sense of purpose in the workplace. As an employee, you can make a difference too by:

- ☐ Paying attention to the little things that can improve the quality of your workplace life, such as maintaining healthy relationships with colleagues, taking pride in your accomplishments, etc.



- ☐ Adopting a positive attitude not just toward work, but toward life in general. Seek out opportunities to improve your personal skills, take initiatives, and accept new responsibilities enthusiastically.
- ☐ Maintaining a healthy balance between your work life and home life. Experts agree that it is important to maintain a harmonious balance between the time we devote to family, leisure and work activities. Making sure that you have time for all three is the best way to ensure that your work life, not to mention your life in general, will have a strong sense of purpose.

Personal mission in harmony with company's values



Self-Check 3	Written Test
---------------------	---------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Directions: Answer all the questions listed below. Illustrations may be necessary to aid some explanations/answers.

Fill in the blanks: (1 point each)

1. Along with the industrialization of the societies, work was organized in a -----
-----.
2. ----- is often more meaningful when we are challenged to use a variety of skills sets.
3. For most of us, ----- takes up a large part of our lives.
4. Time and movement studies were conducted in order to maximize the efficiency of operations and the ----- of workers.
5. Work has evolved a lot since the -----

Short answer questions: (2 points each)

1. Define responsibility.
2. Define creativity.
3. Define acknowledgement.

Note: Satisfactory rating - 6 points and above Unsatisfactory - below 6 points
You can ask you teacher for the copy of the correct answers.

